

## **Equity, Diversity and Inclusion Policy**

### **1. Introduction**

The Royal Drawing school is an equal opportunities employer.

We are committed to equity of opportunity and to providing an environment that is free from unfair and unlawful discrimination. The aim is for our workforce and students to be truly representative of all sections of society, and for everyone to feel respected and able to give their best.

### **2. Purpose**

This policy's purpose is to:

- a. Provide equity, fairness and respect for our students and all in our employees and workers, whether temporary, part-time or full-time.
- b. Not unlawfully discriminate against any of the Equality Act 2010 protected characteristics of:
  - age
  - disability
  - gender reassignment
  - marriage and civil partnership
  - pregnancy and maternity
  - race (including colour, nationality, and ethnic or national origin)
  - religion or belief
  - sex
  - sexual orientation
- c. To value people as individuals with diverse opinions, cultures, lifestyles, and circumstances. All students, workers and employees are covered by this policy, and it seeks to oppose and avoid all forms of unlawful discrimination. This includes in:
  - pay and benefits
  - terms and conditions of employment
  - dealing with grievances and discipline
  - dismissal
  - redundancy
  - leave for parents
  - requests for flexible working
  - that an individual is disadvantaged by conditions or requirements which cannot be shown
  - to be relevant to performance.
  - to ensure that no person is victimised or subjected to any form of bullying or harassment or victimisation.
- d. Selection for employment, promotion, training, or any other benefit or developmental opportunity will be based on aptitude and ability.

Version	1		
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### **3. Responsibility**

The Royal Drawing School Equity Team has particular responsibility for implementing and monitoring the Equity, Diversity and Inclusion Policy and, as part of this process, all HR policies and procedures are administered with the objective of promoting equity of opportunity and eliminating unfair or unlawful discrimination.

Equity of opportunity, valuing diversity and compliance within the law is to the benefit of all individuals in our organisation as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing Equity of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide Equity throughout the Company.

### **4. Our commitment as an employer**

The organisation commits to:

- a. Encourage equity, diversity and inclusion in the school and workplace as they are good practice and make business sense.
- b. Create a working and learning environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all are recognised and valued.

This commitment includes training managers and all other employees about their rights and responsibilities under the Equity, Diversity and Inclusion policy. Responsibilities include staff conducting themselves to help the organisation provide equal opportunities in employment, and prevent bullying, harassment, victimisation and unlawful discrimination.

The Royal Drawing School strives at all times to remain neutral in terms of political opinions and views or views on international conflict, and to that end, they request that all staff adhere to the Dress Code Policy in order to avoid any of our staff, pupils or visitors feeling uncomfortable, victimised, discriminated against or bullied.

All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, students, customers, suppliers and the public.

- c. Take seriously complaints of bullying, harassment, victimisation and unlawful discrimination by fellow employees, students, customers, suppliers, visitors, the public and any others in the course of the organisation's work activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and may lead to dismissal without notice.

Version	1		
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Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

- d. Make opportunities for training, development and progress available to all staff, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the organisation.
- e. Make decisions concerning staff being based on merit (apart from any necessary and limited exemptions and exceptions allowed under the Equality Act 2010).
- f. Review employment practices and procedures when necessary to ensure fairness, and also update them and the policy to take account of changes in the law.
- g. Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equity, diversity and inclusion, and in meeting the aims and commitments set out in the Equity, Diversity and Inclusion Policy.
- h. Monitoring will also include assessing how the Equity, Diversity and Inclusion Policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

## **5. Equal opportunity policy statements**

### **a. Age**

We will:

- ensure that people of all ages are treated with respect and dignity, and
- challenge discriminatory assumptions about younger and older people.

### **b. Disability**

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities.
- challenge discriminatory assumptions about disabled people, and
- seek, where financially viable, to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting, and sign language interpretation.

### **c. Race**

We will:

- challenge racism wherever it occurs.
- respond swiftly and sensitively to racist incidents, and
- actively promote race equality at the RDS.

### **d. Gender**

We will:

- challenge discriminatory assumptions about male, female, non-binary, gender fluid or trans individuals

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- take positive action to redress the negative effects of discrimination against male, female, non-binary, gender fluid or trans individuals.
- offer equal access for male, female, non-binary, gender fluid or trans individuals to representation, services, employment, training and pay.

**e. Sexual orientation**

We will:

- ensure that we take account of the needs of lesbian, gay people, non-binary, pansexual, bisexual, and other sexual orientations.

**f. Religion or belief**

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others or does not cause offence to others.

**g. Pregnancy or maternity**

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity.
- challenge discriminatory assumptions about the pregnancy or maternity of our employees and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

**h. Marriage or civil partnership**

We will:

- ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership.
- challenge discriminatory assumptions about the marriage or civil partnership of our employees, and
- ensure that no individual is disadvantaged and that we take account the needs of our employees' marriage or civil partnership.

**6. Ex-offenders**

We will prevent discrimination against our employees regardless of their offending background (except where there is a known risk to children or vulnerable adults).

**7. Equal pay**

We will ensure that all employees, regardless of gender, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value. Please refer to the Equal Pay policy for more information.

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**8. Agreement to follow this policy.**

This Equity, Diversity and Inclusion Policy is fully supported by senior management and the RDS Equity Team.

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